

# Navigating the Online Schedulebook and Registering for Classes

## Looking Up Classes to Add

1. Log into your ECU Direct account
2. Select “**Student Services and Financial Aid**”
3. Select “**Registration**”
4. Select “**Lookup Classes to Add**”
5. Select “**FALL 2020**”

On the class search page, you will need to enter the subject, course number and campus.

- a. Subject (ex. ENG)
- b. Course Number (ex.101)
- c. Campus (ex. Richmond Campus)
- d. Click the “**Class Search**” button.
- e. Search should return a list of the classes being offered that semester.

\*\*Find the course time that you would like to register for. **WRITE DOWN THE CRN** and **SAVE UNTIL YOUR REGISTRATION TIME.** \*\*

## Registering for Classes/ Instructions for Registration

1. Log into your ECU Direct account
2. Select “**Student Services and Financial Aid**”
3. Select “**Registration**”
4. Select “**Add/Drop Classes**”
5. Select “**FALL 2020**”
6. Enter your **RAC#** provided to you by your advisor.
7. Click the open box under the word **REQUIRED** in red and read the statement.
8. Scroll to the bottom of the page and enter in the 5 digit CRN numbers (1 CRN per box).
9. Press “**Submit Changes**”

After this, your page should refresh. Under your “Worksheet”, you should now see your course list and each course should say, “Registered by Web”. If you received any type of registration error, reach out to your advisor for help/clarification.

## Plan your schedule here:

Monday-Wednesday-Friday

Tuesday-Thursday